



## DEPARTMENT OF FOOD AND AGRICULTURE

### Division of Measurement Standards

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## HOW TO .....

### ADD/DELETE DEPUTIES using a Copy of your Current Weighmaster License

(California Business & Professions Code, Division 5, Chapter 7, Sections 12703, 12704, 12710 & 12710.5)

- You may add/delete the same number of deputies at no charge
- If you are adding deputies and **not** deleting deputies, **\$20 is required** for each deputy added. (**Do not fax changes, if fees are necessary.**) Deputies may begin signing on date submitted to DMS.
- Deputies cannot sign weight certificates until the addition is submitted to DMS via fax or mail.

Deletions: draw a **pencil** line through name

Additions/corrections: Legibly write the added/correct name on license.

### ADD/DELETE/CHANGE BRANCH LOCATIONS using the Weighmaster Application

(Ca B&P Code, Division 5, Chapter 7, Sections 12703 & 12704)

- You can't add and delete a branch location in equal exchange or receive credit for the deleted branch location.
- Adding or changing a location requires you to submit the application with Section 12 completed, \$30 for each location, and a copy of your current license.
- Weighing cannot take place until the application and proper fees are submitted (postmark date).
- To delete a location, mark through location on license and fax or mail to DMS. The location will be "inactive" until "cancelled" at renewal.

## WHAT IF .....

### ENTITY CHANGE\* (Ca B&P Code, Division 5, Chapter 7, Sections 12703, 12704 & 12705)

Examples:

- Selling or merging with another company
- Changing sole ownership, partnership or corporate status (i.e. sole ownership to LLC)

**Prior** to change you need to:

- Cancel your current license by completing a cancellation form.
- Fill out application with your updated information.
- If you are "*doing business as(dba)*", submit Fictitious Business Name Document (Ca B&P Code, Division 7, Part 3, Chapter 5, Sections 17900, 17915 and 17920)
- Submit appropriate fees.
- Weight Certificates must be printed with new company name. Company name **MUST MATCH EXACTLY** as it appears on license.

\*Name change to company doesn't require fees. Fax or mail copy of license with old name crossed out and new name printed neatly.

## WHERE IS .....

- Application Form
- Deputy Instructions
- Weighmaster Laws & Regulations
- Certificate Requirements
- Common Tare Notice

<http://www.cdfa.ca.gov/dms/InfoGuides/WM.htm>

Take the *Deputy Weighmaster Self Help Exam* at:  
<http://www.cdfa.ca.gov/dms/pdfs/PubScaleDeputyQuiz.pdf>

If requested, the application and associated information can be made available in alternative formats, such as large print, Braille or audio cassette.  
Please allow 15 days for processing.